

POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DCLR-10 (Rev. 08-2010)
State of Wisconsin
Office of State Employment Relations

1. Position No. 339377	2. Cert / Reclass Request No. 16-0080	3. Agency No. 437
5. DEPARTMENT, UNIT, WORK ADDRESS DCF DFES/BWF/R&S 201 East Washington Ave Madison WI 53703		
8. NAME AND CLASS OF FORMER INCUMBENT New Position		
10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES		
12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?		
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84). YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		

4. NAME OF EMPLOYEE	6. CLASSIFICATION TITLE OF POSITION IS Business Automation - Senior
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	
9. AGENCY WORKING TITLE OF POSITION IEVS Data Coordinator	
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Ed Emmons Human Services Supervisor	
14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:	

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
	SEE ATTACHED	

16. SUPERVISORY SECTION – TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See instructions on Page 2.)

- a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☒ general.
b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

- ☐ P-FILE ☐ OFFICE OF STATE EMPLOYMENT RELATIONS ☐ EMPLOYEE ☐ DEPARTMENT ☐ CERT REQUEST COPY

Position Summary

This position is in the Bureau of Working Families (BWF). BWF administers a variety of programs to assist low income individuals and families move towards self-sufficiency and include: Wisconsin Works (W-2), Job Access Loans, Emergency Assistance Program, and Refugee Programs. Under the initially close and progressively limited supervision of the Chief of Research and Statistics in the Bureau of Working Families, this position primarily assists with the monitoring, analyses, and reporting of information regarding the Income Eligibility and Verification System (IEVS)

This position will also assist in data analysis, research and reporting of BWF programs to promote the development and implementation of policy that affects the economic wellbeing of children and families. This research, analyses and reports may include such questions as equity in delivery of services, effectiveness of work programs, and progress towards self-sufficiency and independence. In addition, this position is responsible for assisting in the development and implementation of technical resources such as databases and management reports to facilitate use of the Work Program systems (e.g. CARES and WPASS).

This position is responsible for developing and maintaining good working relationships with other members of BWF as well as staff with the Division of Family and Economic Security (DFES), the Department of Children and Families, and external partner agencies to ensure smooth and timely delivery of information and work products.

Goals and Worker Activities

Time (%)

60% A. Assist in the design, development, implementation, and evaluation of an Income Eligibility Verification System (IEVS) to ensure compliance with Federal requirements for the Temporary Aid to Needy Families (TANF) grant program to the State of Wisconsin.

- A1. Assist management and program staff to precisely define the IEVS program, policies, and business requirements.
- A2. Assist in the development and implementation of the IEVS process through a thorough knowledge of federal income verification requirements, federal and state verification processes and federal verification reporting requirements.
- A3. Assist in the development and implementation of a discrepancies data mart that accesses self-reported participant income and compare the self-reported income against state and federally reported income to identify discrepancies.
- A4. Develop management reports as needed to capture individual participants with income discrepancies for use by Agency and Contractor staff to determine if participants can continue to meet income eligibility for W-2 and other TANF programs.
- A5. Provide documentation and assist in training of the IEVS process and reporting methodologies.
- A6. Review IEVS results with management, staff, and agency personnel to ensure that information being provided meets the information and evaluation needs.
- A7. Prepare clear and concise written and oral reports for managerial, program, and legislative staff. Describe data system design, data, and significant results.
- A8. Work with management and IT staff to assure business requirements are met and developed as part of the IEVS process and Discrepancies Data Mart.

20% B. Assist in the design, testing, and implementation of new and modified automated business objects reports.

- B1. Independently act to operationally define concepts not directly available in databases and create selection logic and filters to create new automated business object reports and as needed ad-hoc reports to meet management, staff, and agency needs.
- B2. With assistance perform analysis to test data and help prepare summaries and recommendations regarding changes to data warehouses for implementation and enhancement.
- B3. Review and modify business logic designs related to the production of business object reports and data extracts.

10% C. Participate in projects within R&S and BWF as a team member or a team leader as assigned

- C1. Participate in trainings provided by R&S and BITS staff members to enhance skill set.
- C2. Assure that R&S and BWF policies, procedures, and requirements are followed.
- C3. Continue to assess reporting needs of W-2 agencies, BWF, and external stakeholders. Develop standard procedures and reports when necessary to meet needs of stakeholders.
- C4. Work with R&S staff to develop and maintain data reporting documentation process.
- C5. Consult with BWF policy and program operations staff on database and data warehouse updates, new ways to access data warehouses and business objects report changes.

10% D. Other duties as assigned by R&S Section Chief and BWF Management

Knowledge and Skills Required

1. Extensive knowledge of policies, procedures, and automated data systems for W-2, Emergency Assistance, and Job Access Loans.
2. Extensive knowledge of federal Temporary Aid to Needy Families (TANF) programs administered both within BWF and in other agencies of Wisconsin State Government.
3. Considerable knowledge of federal and state statutes, regulations, administrative rules, policies, and procedures related to IEVS.
4. Knowledge of IRS safeguarding requirements and procedures.
5. Extensive experience with the use of automated data collection systems including CARES and CWW to collect and store information.
6. Considerable knowledge in the use of business objects reporting systems such as WEBI to prepare and publish corporate reports.
7. Knowledge and skill in basic statistical analysis and applicable software.
8. Ability to make policy and procedure recommendations in a timely and concise manner.
9. Ability to solve problems and resolve conflicts, negotiate agreements, and work effectively with diverse groups in small or large settings.
10. Knowledge of program evaluation and continuous program quality improvement techniques.
11. Ability to establish and maintain effective working relationships with department staff, other state staff, W-2 agency staff, and the general public.
12. Considerable knowledge of Microsoft Word and Excel applications. Working knowledge of Microsoft Access, Microsoft Project, and Microsoft PowerPoint.
13. Skill in transferring technical information to a non-technical audience.
14. Skill in initiating and maintaining cooperative interpersonal relationships.
15. Extensive knowledge of methods to access and extract data from mainframe databases, Oracle data marts, and warehouses.
16. Have and maintain a positive attitude towards work and co-workers.
17. Have a strong desire for continuous learning and improvement.